



# *Redmond Police*

# Frequently Asked Questions

**Check out our website!**

<http://www.ci.redmond.wa.us/insidcityhall/police/police.asp>

**This information is available there, as well as lots of other useful information, including forms, phone numbers, and e-mail addresses. Our website is a great way to educate yourself about the functions and mission of the Redmond Police Department, as well as the City of Redmond!**

## Accident Report Forms

Washington State Collision Report Forms are available at most police departments. This is a Washington State Patrol form that we provide as a courtesy to the public. If you were involved in a traffic accident and an officer did not take a report, you are required by law to complete this form if the damage to any involved vehicle exceeded \$700 or if anyone was injured. A copy of the completed form should be mailed to the WSP Records address provided on the form within 72 hours of the incident. If we are out of the form, contact WSP at (425) 649-4370; you may be able to pick up a form there.

## Alarm Registration

Title 9.20 of the Redmond Municipal Code provides for corrective administrative action for the purpose of reducing false alarm occurrences. This title covers burglary and robbery alarms only. The following is a summary of the requirements of the title.

Effective January 1, 2000, no person shall operate or use an alarm system on any premise within the City of Redmond, without registration with the Police Department. The Police will not respond to an alarm system that is not registered. The ordinance exempts certain alarm activations from this policy (robbery, panic, medical, fire, and hold-up alarms).

Do you know:

- In 2001, 99% of all alarm calls were false.
- This program resulted in a 32% reduction in false alarm calls (2000 vs. 1999) and a 17% reduction in false alarms (2001 vs. 2000).

What false alarms do:

- Take police away from community policing activities and other real emergencies.
- Lead neighbors to ignore your alarm when it goes off. Your system becomes less reliable and less credible.
- Will cost you fines and will suspend police response after the 6th alarm.
- False alarms create a potential danger to citizens and officers responding to the call.

For more information or an application, call Records Supervisor Shawn Fitzpatrick at (425) 556-2694. Applications can be downloaded from our website.

Completed applications and payment should be submitted to the Finance Dept., 8701 – 160<sup>th</sup> Ave. NE, Second Floor.

## Alien Firearms Licenses

City of Redmond residents may apply for an Alien Firearms License during our Concealed Pistol License/Fingerprinting hours. Applicants must submit a completed application (obtained from the Dept. of Licensing), a Washington state driver's license or ID card, and a resident alien card, I-94, or visa. A \$79.00 fee is due at the time of the application. The application process takes approximately 30 minutes.

## Animal Control and Licenses

For all non-emergency domestic animal matters, contact King County Animal Control at (206) 296-PETS.

## **Bicycle Laws**

When a bicycle is ridden on a roadway, the bicyclist has all of the rights and responsibilities of a motorized vehicle. Bicyclists who violate traffic laws are subject to the same citations that motorists are. Bicyclists should always ride with the flow of traffic (RCW 46.61).

## **Bicycle Helmets**

Any person operating or riding on a bicycle or cycle not powered by motor on a public roadway, bicycle path or on any right-of-way or publicly owned facilities under the jurisdiction of King County shall wear a protective helmet designed for bicycle safety (Code of the King County Board of Health, Title 9).

## **Car Seats**

The Redmond Police Department has a police officer qualified to do car seat safety inspections. To set up an appointment, please call (425) 556-2615.

## **Car Tabs**

Contact the Department of Licensing at (360) 902-3600.

## **Cell Phone Donations**

The Redmond Police Department is not currently accepting cell phone donations. To donate a used cell phone, see <http://www.calltoprotect.org>

## **City Limits/Jurisdiction**

Not all Redmond addresses are served by the Redmond Police Department, as not all are located within the city limits of Redmond. In particular, the Sammamish Plateau and most English Hill addresses are served by the King County Sheriff, as well as all Redmond addresses with a 98053 zip code and Marymoor Park. Residents of unincorporated King County who wish to obtain concealed pistol licenses, get fingerprints, etc. should contact their nearest KCSO precinct. Residents of the newly incorporated City of Sammamish can reach their local police department at 206/296-5036 for non-emergencies. The King County Sheriff's Office main number is (206) 296-4190. For the Washington State Patrol, whose jurisdiction includes SR520, dial (425) 649-4370. Always use 911 for emergencies.

## **Clearance Letters**

You may obtain a clearance letter at the Records Division of the police department if you are a current or former City of Redmond resident with proof of residency. The hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. The fee is \$3.80. We will ask for picture ID, and conduct a records check for criminal history within the City of Redmond only. If you need a statewide records check, please contact the Washington State Patrol.

## **Concealed Pistol Licenses**

Per State Law, you must apply for a CPL in the jurisdiction that you reside in. City of Redmond residents may apply for a CPL between the hours of 9:00 – 11:00 A.M., Tuesday or Thursday, at the front counter of the department (Records Division). The application process takes about 30 minutes, so we ask that you arrive by 10:30. Current picture ID is required. If your ID does not have a current Redmond address on it, please bring proof of residency, such as a utility bill. CPLs cost \$60.00 and are valid for 5 years once issued. If you need to renew your CPL, you may do so during the hours listed above. The fee is \$32.00. If you renew your CPL within 90 days after the expiration date, the fee is \$42.00. CPLs that are more than 90 days expired are no longer valid; you must reapply.

## **Court Orders**

See **Northeast District Court**.

## **Criminal History/Background Checks**

Contact the Washington State Patrol's WATCH program at (360) 705-5100.

## **Crime Statistics**

The 2001 Redmond Police Department Annual Report, which contains the crime statistics for the year, is available at the reference desk of the Redmond Library.

## **Discovery Requests**

Requests for cases under active prosecution must be made through the appropriate prosecutor's office. If the case is being handled by the City of Redmond Prosecutor, Discovery Request forms can be obtained at the Records Division. The Prosecutor's Office has 21 days to respond to the request by law.

## **Drivers Licenses**

Contact the Department of Licensing at (360) 902-3600.

## **Employment Opportunities**

If you are interested in learning more about a law enforcement career with the City of Redmond, please call Officer Thom Conroy at (425) 556-2530 or 1 (800) 732-0138. For more information about specific job openings, please call the Redmond Job Information Line at 425/556-2121. Also, entry-level applicants can apply online at [www.publicsafetytesting.com](http://www.publicsafetytesting.com)

## **Evictions**

The Redmond Police Department does not assist with evictions. For assistance, please call the King County Sheriff Civil Division at (206) 296-3800.

## **Fines**

See **Northeast District Court**.

## **Fingerprinting**

The Redmond Police Department provides fingerprinting services on Tuesdays and Thursdays from 9:00 – 11:00 A.M. You must be a City of Redmond resident, or your employer is in the city limits and the fingerprinting is required for that job. You will be required to present current picture ID, such as a driver's license. You must provide your own fingerprint cards, and the cards must be printed in English. If you are a City of Redmond resident, please bring proof of residency if your license does not have a current Redmond address. There is a fee of \$8.75 per person for up to 2 cards. Please note that we are not authorized to fingerprint for INS purposes.

## **Firearms Dealers Licenses**

City of Redmond residents may apply for these licenses during our Concealed Pistol License/Fingerprinting hours. Applicants must provide a copy of a current valid Federal Firearms Dealers License, State of Washington Business License, City of Redmond Business License, and valid photo ID. A check for \$125.00 payable to the State of Washington must accompany the application. First-time applicants will be fingerprinted.

## **Fireworks**

It is unlawful for any person to sell, possess, use or explode any dangerous fireworks within the city; provided, that this prohibition shall not apply to duly authorized public displays (Redmond Municipal Code 9.26.020).

## **INS-related Records Requests**

Please provide copies of the INS request for these records to the Records Division. We will retain a copy of this paperwork and send it with copies of your arrest record(s) directly to the INS. If you do not have your INS paperwork available, you will be asked to complete a Request for Disclosure Form. We will respond to your request for arrest records within 5 business days. The fee is \$3.80.

## **Jail Information**

The Redmond Police Department does not have a jail, only a booking facility where a person can be held for a maximum of 6 hours. Contact the King County Jail at (206) /296-1234.

## **King County**

The King County General Information line is (206) 296-0100.

## **Lockouts**

For liability reasons, the Redmond Police Department does not provide lockout service except in emergency situations. If you have locked your keys in your car, you may contact a locksmith or towing company.

## Lost & Found Property

The Property and Evidence Division frequently receives property that has been found by citizens. Most commonly, bicycles, key rings, backpacks, wallets and purses but could be anything - like a laser printer. Property can be picked up by appointment. The Property and Evidence Division is open Monday through Friday, 8:00 am to 5:00 pm. The phone number is (425) 556-2532.

## NE District Court

To pay fines, tickets, obtain court orders, apply for a passport, or for small claims matters, contact the Northeast District Court at (206) 296-3667. They are located at  
8601 – 160<sup>th</sup> Ave. NE, next to the library.



## Passports

See **Northeast District Court**.

## Phone Numbers

Emergencies	911
Business Line	(425) 556-2500
Crime Prevention	(425) 556-2545
Explorers	(425) 556-2577
Property/Evidence	(425) 556-2532
Press Information	(425) 556-2531
Records	(425) 556-2500
Town Center Substation	(425) 556-2692

## Prosecutor's Office

The City of Redmond Prosecutor's Office can be reached at (425) 556-2108.

## Public Defender Payments

Public Defender Payments should be made at the Finance Department,  
8701 – 160<sup>th</sup> Ave. NE, Second Floor.

## **Reporting a Crime**

Dial 911 from any telephone.

## **Requesting Police Assistance**

Dial 911 from any telephone.

## **Requesting a Record**

Requests for copies of police case reports need to be submitted in writing to: Redmond Police Department, Records Division, PSPDR, P.O. Box 97010, Redmond, WA 98073-9710. Once your request is received, the Records Division will respond within 5 business days (RCW 42.17.320). All requests are subject to Public Disclosure Law. A Request for Disclosure Form is available on our website. The form can be mailed to the Redmond Police Department Records Division at the address above or dropped off at the station. The Records Division is open Monday through Friday, 8:00 am to 5:00 pm. You may be required to pick up a report in person and present photo ID. Case reports cost \$1.10 for the first page and \$.27 for each additional page. Traffic Accident Reports are \$5.45. Please refer to "Discovery Requests" if you need to request a case involving an arrest.

## **Small Claims Service**

The Redmond Police Department does not serve small claims paperwork. For this service, please call the King County Sheriff Civil Division at (206) 296-3800.

## **Suspicious Mail or Packages**

Do not bring the suspicious item to the Police Department. Leave the item where it's at to minimize the risk of exposure to others, and dial 911.

## **Teddy Bear Donations**

Because of the large quantities of teddy bears the Redmond Police Department receives, we encourage citizens to donate new bears to the Hopelink community service organization instead. They are located at 16225 NE 87th St. in Redmond, across from the Bella Bottega movie theater.

## **Tickets**

See **Northeast District Court**.

## **Volunteer Opportunities**

For information on volunteer opportunities, contact Volunteer Coordinator Nan Dyer at (425) 556-2632.

## **Where is the Redmond Police Department?**

The Redmond Police Department is located at 8701 – 160<sup>th</sup> Avenue NE, in the Public Safety building. Coming from NE 85<sup>th</sup> St., turn north on 160<sup>th</sup> Avenue NE. The Public Safety Building is accessed off of the second driveway on the left. Please park in the visitor parking section.

## **Wildlife**

The Redmond area is home to a wide range of birds and animals that are coexisting with us and our roads. It is not unusual for local residents to see deer, coyotes, raccoons, possum, etc. If you have an emergency situation, always dial 911. To report a cougar sighting, call (800) 477-6224. If you need assistance for wounded wildlife, you can page a local nonprofit animal ambulance at (206) 609-1611.

**For more information on the Redmond Police Department,  
please contact us at 425/556-2500.**